



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

J-85

OCT - 5 2001

MEMORANDUM FOR DLA CORPORATE BOARD
COMMANDERS, PRIMARY LEVEL FIELD ACTIVITIES

SUBJECT: Supervisory Signature of the Travel Settlement Voucher

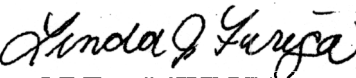
This memorandum formalizes DLA policy with respect to the supervisory approval of the travel settlement claims. This requirement is in accordance with the Financial Management Regulation Volume 9, Chapter 8.

Effective immediately, all DD Forms 1351-2, Travel Voucher or Subvoucher (attached), are required to be signed by supervisor's as follows:

FORM	SIGNATURE	DATE
DD Form 1351-2, AUG 97 version	block 21a	block 21b
DD Form 1351-2, MAR 00 version	block 20c	block 20d

In addition, any system generated forms need to be amended, if necessary, to make provisions for supervisory signature. For PerDiemAzing users, the electronic approval process satisfies the intent of this directive.

This memorandum has been coordinated with the American Federation of Government Employees, Council 169. Please make certain that you fulfill any bargaining obligations at the local level, if applicable, prior to implementing this for DLA employees covered by a collective bargaining unit. Questions can be directed to Victor Carrasquillo, J-85, (703) 767-7209 or DSN 427-7209.


LINDA J. FURIGA
Comptroller

Attachments



Exception to SF 1012 approved by GSA/IRMS 12-91.

ATTACHMENT 2